

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
No. 740-25

01 MAY 2000

Storage and Supply Activities

AMMUNITION STOCK LOCATION SYSTEM

Issue of supplements to this regulation by subordinate commanders is prohibited unless specifically approved by Commander, HQ AMC, AMCAM-LG, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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\*This regulation supersedes AMC-R 740-25, 3 April 1987.

## CHAPTER 1

## INTRODUCTION

1-1. Purpose. This regulation prescribes policies, responsibilities, and procedures for a standard ammunition stock location system. Its provisions are intended to contribute to timely receipt, storage, and issue of stock and to promote accuracy within ammunition stock location records.

1-2. Scope. This regulation applies to Headquarters, U.S. Army Materiel Command (HQ AMC); AMC major subordinate commands (MSCs); and all AMC depots, plants, arsenals, and other installations storing Class V materiel.

1-3. Explanation of terms. Terms used in this regulation and not defined in DOD 4145.19-R-1, TM 743-200-1, and AR 310-25 are as follows:

a. Ammunition locator record - A manual or computer record that provides a record of each lot of ammunition and identifies the site location in which it is stored. The locator record must also include a planograph for each storage structure or site that identifies items stored, grid locations, and occupied and vacant space. Data elements that must be maintained in the locator record are site location; Department of Defense Identification Code (DODIC); National Stock Number (NSN); Unit of Issue; Quantity-Distance Classification; Net Explosive Weight (per round for storage purposes); Storage Compatibility Group (SCG); Physical Security/Arms, Ammunition, and Explosives Security Risk/Pilferage Code (SEC); Owner Routing Identifier Code; Location Quantity; Serial/Lot Number; Condition Code; and Grid Location.

b. Class V materiel - Ammunition of all types, bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and associated items.

c. Grid location - A specific area within the confines or boundaries of an ammunition storage structure or site. The grid location is typically represented by a four-position code that relates the location of the stocks stored to the floor plan or layout of the storage structure or site. The code structure may be expanded to include vertical dimensions, when appropriate, based upon the use of storage aids.

d. Site location - A structure or other separate site used for or set aside for the storage of ammunition and or explosives. Site locations are typically represented by a six-position identification number that relates general information about the site, e.g. magazine area, block, and/or row in which the site is located.

e. Site planograph - A computer generated or manually prepared pictorial display reflecting items stored, grid locations, and occupied and vacant storage space within an ammunition storage structure or site.

1-4. Objectives. The objectives of this regulation are to:

a. Accelerate selection of stock for issue or shipment.

b. Expedite movement of receipts to location.

- c. Achieve maximum use of storage space.
- d. Provide rapid response to demands for location information.
- e. Meet or exceed the minimum acceptable accuracy standard of 98 percent set forth for AMC installation ammunition stock location records.

1-5. Policies.

a. The provisions of this regulation are applicable to all wholesale and retail Class V stocks stored at all AMC installations.

b. AMC installation ammunition stock location records will be maintained by a single record keeping activity. Duplicate records, such as field location files, are prohibited.

c. A minimum acceptable accuracy level of 98 percent will be maintained for storage location records. This standard is applicable to the perpetual location survey performed by the inventory activity in accordance with AMC-R 740-27.

d. Receipts will be pre-located to a specific permanent or temporary location. This location will be recorded on the computer or manual location record before the receipt document is posted to the accountable record or reported to a separate accountable activity.

e. Approval must be obtained from the storage planning activity prior to accomplishing location changes. Location changes will be controlled by use of DA Form 4508 (Ammunition Transfer Record). This multipurpose form will also be used in re-identification and reclassification actions and movement of stock, except as a direct result of issue to supported units or shipment. Grid locations will be deleted when quantities therein are depleted or when the location survey reveals recorded locations without corresponding stock at the storage grid location. A central control register will be maintained for tracking Ammunition Transfer Records. Instructions for preparing Ammunition Transfer Records are contained in TM 743-200-1, chapter 5.

f. The location record will include temporary locations for materiel stored in excess of 24 hours in the surveillance workshop, preservation and packaging facility, maintenance shop, or other activity.

g. Ammunition lots having multiple owners will not be separated by owner in storage unless a portion of the lot is designated as a specific unit's Unit Basic Load (UBL).

h. Ammunition will be stored in accordance with approved Army storage drawings contained in DA PAM 75-5.

i. AMC Form 1385 (Magazine Data Card) or AMC Form 1385-1 (Multilot Trailer Card), described in appendix A, will be prepared for and placed on ammunition stacks at grid locations. AMC Form 1385 alone will be used when a single ammunition lot is stored on a pallet or pallets at a grid location. When more than one lot is stored on a single pallet, AMC installations have an

option. They may make a separate AMC Form 1385 for each lot and place it at the grid location with each separate ammunition lot (Appendix B) or they may complete one AMC Form 1385 with additional AMC Forms 1385-1, as required (Appendix C). If storage conditions cause the deterioration of the forms, due to particular climatic conditions or the presence of rodents or insects, etc., installations should place the forms into plastic envelopes or suitable substitutes to prevent deterioration.

j. After the last quantity of an ammunition lot has been removed from the storage site, the applicable card should be held by the local inventory or stock control organization for a minimum of two years prior to destruction. Installations having capability may maintain microfilm/microfiche files in lieu of storing original cards.

k. Ammunition in storage that was stored in accordance with previous policy/criteria need not be re-warehoused, forms changed, etc., solely for compliance with the revised criteria. However, storage accomplished subsequent to the issuance of this regulation will be accomplished in accordance with this regulation.

l. Users will maintain planographs on computer files or manually for facilities not on automated system (see TM 743-200-1 for instructions on maintaining manual records).

m. All AMC installations storing Class V materiel will report storage space utilization as required by DOD 5160.65-M, AR 740-1, and AMC-R 740-1.

n. Deviations from the procedures and requirements of this regulation will not be made without prior approval of HQ AMC. Requests for deviation will be prepared, processed, and submitted through command channels to the Commander, AMC, ATTN: AMCAM-LG.

#### 1-6. References.

- a. DOD 4145.19-R-1, Storage and Materials Handling, September 1979
- b. TM 743-200-1, Storage and Materials Handling, 15 January 1958
- c. AR 310-25, Dictionary of United States Army Terms, 15 October 1986
- d. AR 380-5, Department of the Army Information Security Program, 1 March 1998
- e. AR 708-1, Cataloging of Supplies and Equipment Cataloging and Supply Management Data, 20 August 1994
- f. AR 740-1, Storage and Supply Activity Operations, 31 December 1976
- g. AR 740-26, Physical Inventory Control, 1 August 1980
- h. AMC-R 740-27, Ammunition Inventory and Accountability, 16 June 1999
- i. AMC-R 385-100, Safety Manual, 26 September 1995
- j. AMC-R 710-1, Inventory Management (Adjustments), 3 April 1978

- k. AMC-R 740-11, Logistics Data Management at Depots, 2 June 1995
- l. AMC-R 740-23, Receiving and Shipping (Ammunition), 3 April 1997

## CHAPTER 2

## RESPONSIBILITIES

2-1. General. Commanders having responsibility over ammunition stock location systems will ensure the stated objectives of this regulation are accomplished.

2-2. Specific. Specific responsibilities are as follows:

a. The Deputy Chief of Staff for Ammunition, HQ AMC, will—

(1) Prescribe basic ammunition stock location policies, responsibilities, and procedures.

(2) Furnish adequate and timely guidance to enable each installation to maintain effective stock location systems.

(3) Exercise staff supervision over ammunition stock location systems.

b. The Commander, U.S. Army Operations Support Command (OSC), will ensure OSC elements and installations comply with the policies and provisions of this regulation.

c. The Commander, U.S. Army Aviation and Missile Command (AMCOM), will ensure AMCOM elements and installations comply with the policies and provisions of this regulation.

d. The Commander of each depot, depot activity, plant, arsenal, proving ground, test center, or other AMC installation, will:

(1) Operate and maintain the ammunition stock location system within the acceptable standards of accuracy and in accordance with policy guidelines and directives from higher headquarters.

(2) Implement and ensure compliance with the provisions of this regulation.

e. The Director, U.S. Army Communications and Electronics Command (CECOM) will develop and maintain standardized procedures and programs for the processing of Class V materiel at AMC depots, depot activities, and IOC plants operating under the Standard Depot System (SDS).

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCAM-LG, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

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Initial Distr H (43) 1 ea HQ Acty/Staff Ofc  
LEAD (SIOLE-DO-I) (2)  
AMCIO-I-SP stockroom (15)  
Separate Reporting Activities (SRA) (2 ea)  
AMCOM/AMSAM-RM-FD (4)  
AMCOM/AMSAM-SMO (Library) (4)  
ARL/AMSRL-CI-TG (4)  
CECOM/AMSEL-IM-BM-I (4)  
OSC/AMSIO-IMC (4)  
LOGSA/AMXLS-IM (4)  
SBCCOM/AMSSB-SCI-H (4)  
STRICOM/AMSTI-CS (4)  
TACOM/AMSTA-RM-DCR (4)  
USASAC/AMSAC-IM-O (4)

## APPENDIX A

GENERAL INSTRUCTIONS FOR PREPARING, MAINTAINING, AND APPLYING AMC FORM 1385  
(MAGAZINE DATA CARD) AND AMC FORM 1385-1 (MULTILOT TRAILER CARD)

1. AMC Form 1385 (Magazine Data Card) and AMC Form 1385-1 (Multi-lot Trailer Card) will be locally reproduced on a 5X8 stock card. Both sides of the cards will be used. Cards to be applied to materiel in the Centralized Demilitarization Account (RIC B5A) will be printed on a pink stock card. All other cards will be printed on white stock cards.

2. AMC Form 1385 and AMC Form 1385-1 will be located either on the top or the front of the ammunition stack as near an operating aisle as is possible. The decision as to which form(s) to use depends upon the materiel stored. Forms will be used as indicated in the following examples:

a. If all materiel in the grid location has the same NSN, Condition Code, and Lot Number, AMC Form 1385 will be prepared and placed upon the materiel at the grid location. When the same lot is stored in two or more separate grid locations within a single storage site, and those grids are separated from each other by a vacant space of more than one grid size, or if the lot is separated by a different lot, a separate AMC Form 1385 will be prepared and placed upon the materiel at each grid location. However, the fragmentation of lots within a location is discouraged.

b. If all materiel on a single pallet has the same NSN and Condition Code, but consist of different lot numbers, one of the two options must be applied:

(1) Option 1 - Installations will prepare a separate AMC Form 1385 for each lot of materiel on the pallet and place or hang the form on the materiel at the grid location. The form will be prepared in accordance with (IAW) appendix B of this regulation.

(2) Option 2 - Installations will prepare one AMC Form 1385 for each pallet containing more than one lot of ammunition. The form will be prepared IAW appendix B of this regulation. In general, it will be used to record the required item data and location data (NSN/DODIC, Nomenclature, Lot Number, SEC, SCG, Site Location, Grid Location) and to document individual transactions affecting the pallet balance, e.g., receipts, issues/shipments. It will also be used to record location surveys, inventories, Counts 5, etc., relating to the pallet contents. Installations employing Option 2 must also prepare AMC Form(s) 1385-1 to record and maintain the cumulative balance of each individual lot stored on the pallet. The last entry for each lot on the AMC Form 1385-1 will always be the balance of that lot on that pallet. AMC Form 1385-1 will be prepared IAW appendix C of this regulation and be placed or hung on the materiel at the grid location.

3. With the exception of site location and grid location, which may be entered in pencil, all entries on both forms will be made in black ink. A pencil or felt-tip pen will not be used. Incorrect or superseded entries will be lined through and initialed by the person making the correction. The correct entry will be made on the next available line or appropriate block.



4. Ownership of the materiel will be identified on the accountable/custodial record and will not be indicated on the forms in any way. Separate forms will not be maintained for each owner, with one exception. Forms for materiel held in the Centralized Demilitarization Account (RIC B5A) will be printed on a pink stock card.

5. Ownership transfers not resulting in a physical change in total quantity at the grid location are not required to be recorded on the forms. If ownership transfers to the Centralized Demilitarization Account, a pink card will be prepared and placed on the material. The white card will be filed. If a portion of a lot is in the B5A account and the remainder of the lot is in a wholesale or retail account, each portion of the lot will be identified with the appropriate Magazine Data Card (MDC).

6. For items identified by both lot number and serial number, only the lot number will be annotated on the form. Serial numbers will not be entered on the form.

7. When the front of either form is completely filled up, the reverse side of the card will be used. On AMC Form 1385, all items and location data (blocks 1-9) will be transferred to appropriate blocks on the reverse side of the card. Balance data will also be carried forward. On AMC Form 1385-1, begin using the back of the card when the last available line on the front of the card has been used.

8. When an AMC Form 1385 is completely filled up, a new card will be prepared, and the old card will be returned to the appropriate office for filing (e.g. inventory control, stock control, etc). When all entries on AMC Form 1385-1 have been lined through and a new card has been prepared, the old card will be returned to the appropriate office for filing.

## APPENDIX B

## SPECIFIC INSTRUCTIONS FOR PREPARATION OF AMC FORM 1385 (MAGAZINE DATA CARD)

<u>BLOCK</u>	<u>EXPLANATION</u>
1. NSN/DODIC	Enter the 13-digit NSN and 4-digit DODIC of the item. If an NSN has not been assigned, a Part Number or locally assigned Management Control Number will be used.
2. LOT NUMBER	Enter the Lot Number of the item when used with single lots. Enter multiple lots on pallet when used in conjunction with AMC Form 1385-1 (Multilot Trailer Card).
3. NOMENCLATURE	Enter a short nomenclature of the item, e.g., Projectile, 9 IN HE, M106.
4. SEC	Enter the Physical Security Code.
5. SCG	Enter the SCG of the item.
6. MISC 1	Within AMC, entry of data in this block is at the discretion of the installation commander. For example, installations not having access to automated planographs may choose to enter the Quantity-Distance Classification of the item.
7. MISC 2	Within AMC, entry of data in this block is at the discretion of the installation commander. For example, installations not having access to automated planographs may choose to enter the Condition Code of the item.
8. SITE LOCATION	Enter the site number (e.g. magazine number, warehouse number, pad number, etc.)
9. GRID LOCATION	Enter the grid location. The exact format of the grid location entry may vary depending upon the size and shape of the storage site and whether the installation planographs are maintained on an automated system. As a minimum, the information entered in the grid location block will clearly identify where within the site the ammunition is stored.
10. DATE	Enter the date the entry on the card is made, e.g., 3 Apr 85.
11. DOCUMENT NUMBER	At AMC installations, ignore the line between block 11 and block 12. Also, ignore the block 12 heading. Use both columns together to enter either the standard MILSTRIP 14-position Document Number or the Ammunition

Transfer Record (DA Form 4508) Control Number. This block is frequently used to record information other than document number, e.g., location survey, inventory counts, Counts 5, etc. The method of posting these actions is different depending upon whether the AMC Form 1385 is being used alone with a single-lot/single-grid location or in conjunction with one or more AMC Forms 1385-1, i.e., multiple lots on a single pallet. When AMC Form 1385 is used with a single lot, the posting for a location survey, inventory count, Counts 5, etc., applies to the entire lot of materiel stored in the grid location referenced in block 9. The person posting the form would enter the survey date in block 10, the words Location Survey in blocks 11-12, the single-lot/grid location balance in block 15, and his/her signature in block 16. The same principle applies to posting inventory counts, Counts 5, etc. When the AMC Form 1385 is used in conjunction with one or more AMC Forms 1385-1, postings for location survey and those for inventory counts and Counts 5 will be handled somewhat differently. The basic difference is that when AMC Form 1385 is used as a header card, all entries on the AMC Form 1385 relate only to the lots of materiel contained on the single pallet to which the AMC Form 1385 and AMC Form(s) 1385-1 are attached. For example, a location survey entry would relate to all materiel (regardless of the number of lots) contained on the pallet. Inventory counts (other than wall-to-wall counts) and Counts 5 may relate to only certain lots on the AMC Form(s) 1385-1 will include a specific item number taken from the appropriate line on AMC Form 1385-1. For example, an inventory count entry would include the Date in block 10, the words Inventory Count-Item 1 in blocks 11-12, the pallet balance in block 15, and the counter's signature in block 16. No entry is required to the AMC Form 1385-1. The same principle applies to posting Counts 5.

- |   |  |
|---|--|
| 12. RECEIVED FROM<br>OR ISSUED TO             | AMC installations will ignore this column heading.   |
| 13. + or -                                    | Enter a plus sign (+) for a receipt or a minus sign (-) for issue shipment.  |
| 14. QUANTITY<br>RECEIVED (+)<br>OR ISSUED (-) | Enter the quantity of the receipt or issue/shipment.<br>Do not enter a plus (+) or minus (-) sign.   |
| 15. BALANCE                                   | When used with single lots, maintain a continuous lot balance by adding receipt quantities or subtracting issue/shipment quantities from the previous lot balance. When used with multiple lots in conjunction with AMC Form 1385-1 (Multilot Trailer Card) maintain a continuous pallet balance by adding receipt |

quantities or subtracting issue/shipment quantities from the previous pallet balance.

16. SIGNATURE

The person making the entries in blocks 10-15 will sign the card.

17. BALANCE  
BROUGHT  
FORWARD  
(REVERSE SIDE  
OF CARD)

Transfer the bottom number from column 15 on the front of the card to the top of column 15 on the reverse.

## APPENDIX C

SPECIFIC INSTRUCTIONS FOR PREPARATION OF AMC FORM 1385-1  
(MULTILOT TRAILER CARD)

BLOCK	EXPLANATION
1. NSN/DODIC	Enter the 13-digit NSN and 4-digit DODIC of the item. If an NSN has not been assigned a Part Number or locally assigned Management Control Number will be used.
2. NOMENCLATURE	Enter a short nomenclature of the item, e.g., Projectile, 8 IN HE, M106.
3. SITE	Enter the building number.
4. GRID	Enter the grid location. The exact format of the grid location entry may vary depending upon size and shape of the storage site and whether the installation planographs are maintained on an automated system. As a minimum, the information entered in the grid location block will clearly identify where within the site the ammunition is stored.
5. CARD NUMBER	Enter "1" on the front of the first trailer card, "2" on the second trailer card, etc.
6. ITEM	Enter the sequential line number. The first line with lot number/lot balance data entered will be line 1, the second line will be line 2, etc. The line numbers will relate postings limited to individual lots to the AMC Form 1385 that the pallet, e.g., inventory count. (See appendix B, Item 11.)
7. DATE	Enter the date the entry on the card is made, e.g., 3 Apr 85.
8. LOT NUMBER	Enter the lot number of the materiel for which the lot balance is changing.
9. LOT BALANCE	Maintain a continuous lot balance by adding receipt quantities or subtracting issue/shipment quantities from the previous lot balance reflected on the AMC Form 1385-1. The previous balance for the lot being changed should be lined out and the change should be reflected on the next available line. When the last row on the left-hand side of the front of the card is filled-up, entries will be started on the top of the right-hand side. When both sides of the front of the card are filled up, entries will be started on the top of the left-hand side of the reverse of the form.
10. ITEM	Same as block 6.

11. DATE                    Same as block 7.
12. LOT NUMBER            Same as block 8.
13. LOT BALANCE          Same as block 9. When both the front and back of the first card are filled up, prepare a new card. Fill in columns 1-5. Continue the sequential numbering of block 6. The last item on the back of the first card will be 58. The first item on the second card will be 59. The first entry on the new card will be the next lot balance posting/change required. It will not be a balance brought forward.

## APPENDIX D

[illegible]

AMC FORM 1385-R-E  
MAR 93

(Previous edition may be used until exhausted)

(Continue on reverse)

[illegible]

AMC FORM 1385-R-E  
MAR 95

**USE OTHER SIDE FIRST**

